

Committee name: Gleason Public Library Trustees

Meeting date: June 11, 2020

Zoom meeting only due to COVID-19

### Meeting Minutes

Present: Christine Stevens, Karen Gettings, Dale Joachim, Martha Feeney-Patten, Jennifer Pike, Ginny Lamere (FoGPL), and Barbara Arnold

1. Call to order at 4:03 PM.
2. May minutes were approved.
3. Director's Report
  - a. Budget: Library has spent a little less than expected to date, but major repairs including HVAC are currently underway, and roof leaks and other ventilation issues need to be addressed before opening building to the public. The budget is on track to be close to originally estimated.
  - b. Considering upgrading phone system along with the rest of the town buildings.
  - c. Flat operating budget for June Town meeting. Our budget wouldn't meet MAR requirement. COLA increase will be discussed in Fall town meeting and if approved we will meet MAR.
  - d. Henna tattoo event went well. Materials were delivered to participants. Other events like virtual story times, book clubs, etc. have been held virtually successfully.
  - e. Children's librarian received grant for app to allow children patrons to log in summer reading (Beanstack app).
  - f. Curbside pickup going well. As of Tuesday patrons have checked out 300+ items, checked in 300+ items. Only Gleason library content available at the moment, as inter-library loans have not restarted yet.
4. Web site funding and status
  - a. Jennifer hasn't been able to talk to Westford Library, but all the libraries she talked to before were happy with the website created by Stirling Brandworks.

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- b. All the content will reside on MVLC host.
  - c. The website designed by Stirling can support the 3<sup>rd</sup> party vendors that we currently use for museum passes, reserving rooms, calendar scheduling, etc.
  - d. Jennifer will check how payment schedule works (how much up front, etc.) before signing the contract with Stirling.
  - e. Jennifer and Maxime Crowther from FoGPL will put together a requirement document to agree with the vendor Stirling prior to finalizing contract.
5. Federal census update
- a. Library publicized info on how to submit the census online.
6. Staffing
- a. Children's librarian Miranda will be leaving after the summer. Position needs to be filled.  
It was deemed as essential by BOS and can be hired despite hiring freeze.
7. Programs
- a. Poetry contest results: 26 entries, judging done over Zoom. They were published in the Mosquito online.
  - b. Summer reading final program: fairytales theme. Miranda and Tahleen finishing up plans and ideas for prizes. Online logging via Beanstack app. Library will be mailing out brochures town wide.
8. Set next meeting date
- a. July 9, 2020 at 4PM. Location TBD.
9. Meeting adjourned at 5:04 PM.

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Gleason Public Library

Friday, June 5, 2020  
To: Library Trustees  
From: Martha Feeney-Patten  
Re: June 2020 Director's Report

FY20 Budget as of 6/5/2020 (~7% of fiscal year remaining)

Operating Accounts			
Account #	Account Name	Remaining	% Remaining
<b>Library Accounts</b>			
01610 51120	Wages	46,186.96	10.47%
01610 52400	Automation	1,074.00	3.89%
01610 53100	Training & Meetings	525.22	55.29%
01610 54200	Office Supplies	1,103.07	27.58%
01610 58500	Books	10,749.21	37.72%
01610 55101	Teen Books	1,683.15	42.08%
01610 55102	Children's Books	6,628.81	44.19%
01610 55103	Digital	-6,706.44	-26.30%
01610 55120	Audio	4,671.64	42.47%
01610 55131	Visual	3,511.24	39.01%
01610 55132	Periodicals	1,073.90	15.34%
01610 55140	Additional Equipment	-379.18	-66.52%
01610 55822	Programs & Outreach	265.97	13.30%
<b>Building Accounts</b>			
01611 51120	Custodial	2,420.96	6.85%
01611 54300	Repair & Maint.	102.51	0.47%
01611 54500	Supplies	618.71	16.72%
	<b>TOTAL</b>	<b>73,529.73</b>	<b>11.54%</b>

Capital Accounts			
Account #	Account Name	FY20 Start	Remaining
01612 58574	Technology Upgrades	7,696.86	7,696.86
01612 58575	Carpet replacement	80,000.00	38,662.00
01612 58577	Misc. Maintenance	595.00	595.00
01612 58584	Repairs/Service	10,000.00	10,000.00
01612 58500	Additional Equipment	1,351.78	1,351.78

Other Accounts				
Account #	Account Name	FY20 Start	Details	Remaining
19306 ----	State Aid	\$28,659.45	(+) state deposit (-) Page wages, hotspot, classified ad	\$32,055.68
19347 ----	Grants	\$28,523.19	(-) wages, archival supplies, storage, framing, software	\$36,801.70
19320 ----	Gifts	\$7,943.99	(+/-) assisted listening devices per COA grant, Garden Club donation for Butterfly House passes	\$7,797.14

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### Budget

- We had more expenses this month as we ordered supplies for curbside pickup service and building maintenance. More bills are expected in June, including HVAC repairs and subscription renewals. June expenses will be higher than usual due to HVAC repairs and subscription renewals, but we expect to finish the fiscal year in the black. The freeze on discretionary spending remains in place.
- Request for \$2500 from the library budget for upgraded networking infrastructure in preparation for a future VOIP phone system. I believe we will have room for this in the FY20 budget due to the spending freeze, and will check with town administration on whether this would be an exception to the freeze.
- The Board of Selectmen and Finance Committee have agreed to put forward a flat operating budget for Town Meeting on June 20.
  - This includes no cost-of-living increase and no longevity step increases (usually automatic every 3 years) for library employees.
  - We would still be asked to refrain from non-essential spending when the new fiscal year starts on July 1.
  - The plan is to revisit the budget at a fall Town Meeting; COLA could be added at that point, possibly retroactively, or the budget could be left flat or cut.
  - The flat budget is \$637,231 for the library; our state-required MAR for FY21 is \$643,495. A 2% COLA brings us to the MAR; if we do not receive the MAR by October 2, we must apply for a waiver to maintain our library certification and reciprocal borrowing privileges with other libraries.

### Building

- A leak was discovered in some of our HVAC equipment in March; we postponed having the repair work done until the stay-at-home order was modified, but will be having it done now, and the estimate is just under \$10,000.
- The air conditioning chiller unit required a recharge of refrigerant, due to the slow leak that has been an issue for several years and is not cost-effective to repair.
- Steve Bastek and Bill Risso are working on repairing the rooftop ventilation and exhaust units. The building's air quality is a priority before reopening the building to the public.
- The roof leaked during a recent heavy rain, damaging some ceiling tiles on the second floor. Steve and Bill believe they have repaired the issue (a fallen shingle) and we will keep an eye on it in future rains.

### Personnel

- Miranda Hochberg shared her plans to resign as children's librarian, due to a move out of state for personal reasons. She will stay on to wrap up the planning for the summer reading program and prepare for the transition to the next librarian; her end date is not yet set. She has done a great job in her short time here, and we will miss her.
- The Board of Selectmen have agreed that this position is essential and have made an exception to the hiring freeze, so we are proceeding to post it.

### Event Highlights

- Children's programs: Story times and book clubs continue to be held online, and plans for the summer reading program are coming together.
- Tween and teen programs: We held a successful virtual Henna Tattoo program – the teacher sent the supplies to the library ahead of time, Jenn Bulisak dropped them off at participants' houses, and then the kids learned how to mix their henna paste and apply the tattoos over Zoom. The middle school book club also continues to meet over Zoom.